

Position Vacancy Announcement

Director

Alabama Ethics Commission

Salary: Pay Grade 91

\$116,277.60 - \$177,266.40

(Salary negotiable)

The Alabama Ethics Commission announces the opening of a search for the position of Director. The Director of the Ethics Commission is selected by the Ethics Commission, subject to Senate confirmation, and serves at the pleasure of the Ethics Commission.

The Director is responsible for all administrative operations of the Ethics Commission. Responsibilities include overseeing the investigation of reported ethical violations and complaints; ensuring the proper handling and disposition of cases; overseeing the drafting of advisory opinions of the Commission; providing consultation and training for public officials, public employees and lobbyists on the application of the Alabama Ethics Laws; and overseeing the complete and proper reporting of financial interest information and any other data required by the Alabama Ethics Law of public officials and employees. The Director serves as liaison to the Legislative, Judicial, and Executive branches of government on ethics-related matters, as well as primary media contact and chief spokesperson for the Commission.

PREFERRED QUALIFICATIONS:

EDUCATION: A bachelor's degree from an accredited college or university is required. Graduation from an American Bar Association accredited law school and a member in good standing is preferred. Additional coursework or degrees in public administration, public policy, ethics, management, human resource management, or coursework in other applicable disciplines would be considered favorably.

EXPERIENCE: Ten years of experience in the legal field or in public or business administration with supervisory responsibility is required. A background in prosecutorial work is preferred. Office, budget, and personnel management experience, including responsibility for communication and training, is preferred.

The salary for this position will be determined by the Ethics Commission in accordance with State of Alabama laws and regulations. The Director shall also receive the regular benefits afforded to State employees. A completed application packet consists of:

1. An Application for Director of the State of Alabama Ethics Commission, which is located on the Alabama Ethics Commission's website at www.ethics.alabama.gov and the State Personnel Department's website at www.personnel.alabama.gov;
2. A cover letter relating to the applicant's experience as outlined in this vacancy announcement. A more thorough job description can be found at www.ethics.alabama.gov and www.personnel.alabama.gov;

3. A current resume not to exceed two (2) pages;
4. The names and contact information (including telephone numbers) of three references.

Application packets will be accepted through December 31, 2014, and should be addressed to:

Alabama Director of Alabama Ethics Commission Selection Committee
PO Box 5037
Montgomery, Alabama 36111

OR

Submitted via email to: personnel@personnel.alabama.gov

All initial applications will be treated as confidential. After a thorough review of all available information, the search committee will determine a final list of candidates. The final candidates will be notified and only the names of candidates who choose to move forward with the interview and selection process will be made public. All other applications will remain confidential.